



PUBLIC ADJUSTER ENTITY
LICENSING INSTRUCTIONS

- 1.) The **public adjuster entity application** must be completed in its entirety (all questions answered, signed and dated). This form shall be used to obtain a resident or non-resident public adjuster entity license.
- 2.) Privilege tax payments (license fees): \$200.00 (resident and non-resident). Renewal fees are the same. A late fee of \$100 is imposed if renewal paperwork is not received prior to the expiration date.
- 3.) For resident corporations, a complete copy of the corporate charter approved by the Mississippi Secretary of State's Office must be attached to the business entity's application.
- 4.) For resident partnerships, a copy of the certificate of limited partnership approved by the Mississippi Secretary of State's Office must be attached to the application.
- 5.) Non-Resident public adjusting entities are not required to submit a Letter of Certification from their home state department with an application. The MID staff will verify home state licensure through the NAIC Producer Database. The name on the application must match the name in the producer database. Non-Resident public adjusting entities must hold a public adjuster entity license in their resident state. If a Non-Resident public adjusting entity's resident state does not offer public adjuster entity licenses, a letter must be provided from their Resident State Insurance Department stating that such state does not require licensure for public adjuster entity's to engage in the business of insurance in their state.
- 6.) A minimum of one Mississippi-licensed public adjuster who is responsible for the public adjusting entities compliance with insurance laws, rules, and regulations of this state must be listed on the application.
- 7.) Public adjusting entities may have multiple locations without having to obtain multiple licenses. All branch locations must be listed on the original application as an attachment.
- 8.) License renewal notices will be mailed approximately 45 days prior to the license expiration.
- 9.) The license year for public adjusting entities is June 1 to May 31. Public adjuster entity licenses expire May 31 of each year. Any license issued prior to May 31 will expire on May 31: For example, if a license is issued:
 - July 1, 2007 (expires May 31, 2008)
 - May 1, 2008 (expires May 31, 2008)
 - June 1, 2008 (expires May 31, 2009)